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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY
WASHINGTON, D. C.

AGRICULTURAL CONSERVATION PROGRAM
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PROCEDURE FOR CONDUCTING THE SPOT
CHECK OF PERFORMANCE WORK

★ MAY 14 1942 ★

U. S. Department of Agriculture

GENERAL

The State committee will conduct a spot check of the performance work. The spot check work should cover both the field work and the county office work of determining performance. In connection with county office spot check it is also desirable that State office personnel responsible for the commodity loan and crop insurance programs carry out from time to time a spot check of the work of county offices for these programs. The spot check program should be performed by reviewers employed by and responsible to the State committee and the territories in which these men work will be the responsibility of the State committee.

The State committee should select reviewers who will be able to devote the major portion of their time to the spot check until such work has been completed.

In spot checking the work of persons determining performance under the 1942 program, the following minimum requirements should be met:

1. The work of each person determining performance should be checked at least once.
2. One percent of the farms in each county should be spot checked.

If the spot check indicates unsatisfactory work, the farm reports shall be examined by the county committee and corrected to the extent that it considers necessary. Corrections in classification or measurements indicated by the spot check shall be transferred to the farm report and each correction initialed by a member of the county committee.

PREPARATION OF FORM NCR-618, PERFORMANCE CHECK SHEET

Form NCR-618, Performance Check Sheet, a sample of which is included in these instructions, shall be mimeographed in the State office. This form is similar to Form NCR-518, Reviewer's Check Sheet, which was used in 1941 and in States where there is a supply of Form NCR-518, this supply may be used.

The reviewer shall prepare only one Form NCR-618 for each farm spot checked. The farm report shall be taken to the field by the reviewer but

no changes shall be made by the reviewer on the farm report in entries that were made by the farm reporter. Incorrect entries or errors made on the farm report shall be noted on the performance check sheet.

Enter the usual identification information at the top of the performance check sheet.

SECTION I. Enter the field letter, the description made by the farm reporter and the description by the reviewer for any field on the farm which the reviewer finds was described in a manner that would lead to an incorrect classification. Enter in the spaces provided the number of crop and land use errors and the number of soil-building practice errors.

SECTION II. Enter the field letter for each field measured by the farm reporter on which the measurements are found to be in error with a notation indicating the probable cause of the error and the correct measurements for the field. Enter in the space provided the number of fields in error.

SECTION III. Enter as the answer to the question, a short report regarding the performance work on the basis of the spot check. In this report the following should be taken into consideration: Completeness and thoroughness of the farm report, neatness and legibility, information as to the efficiency of the persons who prepared the farm report. Any additional information in regard to errors indicated in section I and II should be entered in this section. In case the acreage of a permanent field is in error, indicate the probable cause of the error such as planimetry, transfer of acreages, etc.

PREPARATION OF THE PERFORMANCE SPOT CHECK REPORT

The reviewer shall prepare in duplicate the performance spot check report, a sample copy of which is included in these instructions. Copies of this form shall be mimeographed for use by the reviewer. The entries, items 2, 3, 4, and 5 will be obtained from Forms NCR-618. The entry for item 6 will be the total number of farm reporters who have worked in the county. In making the entry in item 7, if the reviewer spot checked two or more farms which were inspected by the same reporter, such farm reporter shall be considered only once. In addition to this report, the reviewer shall prepare in duplicate a short narrative report indicating the results of the performance work in each county on the basis of the spot check.

The original of the performance spot check report, the original and one copy of the reviewer's county narrative report, and the performance check sheet shall be transmitted to the State committee by the reviewer after the completion of the spot check. The copy of the performance spot check report shall be filed in the county office.

PREPARATION OF THE STATE SUMMARY OF PERFORMANCE COUNTY SPOT CHECK REPORTS

The State office shall prepare in duplicate on forms furnished by the North Central Division a State summary, by farmer fieldmen districts, of the performance spot check reports that have been submitted from the counties. The counties shall be listed alphabetically by farmer fieldmen districts. The State summary shall show farmer fieldmen district totals as well as State totals. In addition, the State office shall prepare in duplicate a State narrative report indicating the results obtained on the basis of the spot check.

As soon as possible after the completion of the State summary, the State office will forward the county narrative report, the State narrative report, and the State summary to the North Central Division.

Form NCR-618

U. S. Department of Agriculture
Agricultural Adjustment Agency
North Central Division

(State and County Code) (Minor Civil Division)

194__ PERFORMANCE CHECK SHEET

NCR-Farm No. ____ Photo No. ____

(Operator)

(County)

(Date performance checked)

(Owner)

(Farm reporter)

SECTION I - DESCRIPTION OF CROP AND LAND USES AND SOIL BUILDING PRACTICES

Field
Letter

Description by reporter

Description by reviewer

Number crop and land use errors ____ Number soil-building practice errors ____

SECTION II - FIELD MEASUREMENTS

Field
Letter

Number fields in error ____

SECTION III - REMARKS

Is the performance information correct for this farm? ____

(Date)

(Signature)

PERFORMANCE SPOT CHECK REPORT

_____ County

_____ State

1. Number of farms on which performance was determined _____

2. Number of farms spot checked _____

3. Number of crop and land use errors _____

4. Number of soil-building practice errors _____

5. Number of field acreage errors _____

6. Number of farm reporters employed _____

7. Number of farm reporters spot checked _____

8. Cost of spot check _____

(a) Reviewer's compensation _____

(b) Reviewer's mileage and per diem _____

(c) County expense for reviewers assistant _____

(d) Total cost of spot check _____

(Date)

(Reviewer)

D 3 2 8 7



